



Department of ADMINISTRATIVE SERVICES *Job Postings*



DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY TRANSPORTATION MAINTENANCE MANAGER District 3 and District 4

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE

Open To: DOT Employees
Location: District 3 and District 4
Job Posting No: 29428 - District 3 and 30252 - District 4 (Candidates only need to submit one application)
Hours: 40 Hours per week, Monday - Friday
Salary: MP-69, \$101,558 - \$138,477
Closing Date: May 12, 2017

This is a competitive classification that DOES NOT require candidates to have applied for and passed the Transportation Maintenance Manager exam. EXAMINATION IS NOT REQUIRED.

Candidates MUST POSSESS the GENERAL EXPERIENCE and SPECIAL EXPERIENCE to qualify:

General Experience: Nine (9) years of experience in highway or bridge maintenance, maintenance planning, transportation special services (oversight of utility and construction permits, traffic, drainage and accident claims investigations, and development of transportation policies and procedures).

Special Experience: One (1) year of the General Experience must have been in a managerial or supervisory capacity in highway or bridge maintenance, maintenance planning, transportation special services (oversight of utility and construction permits, traffic, drainage and accident claims investigations, and development of transportation policies and procedures).

Special Requirement: Incumbents in this class may be required by the appointing authority to possess appropriate current license or permits.

Knowledge, Skills and Abilities: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of relevant agency policies and procedures; considerable knowledge of highway maintenance methods, materials and equipment, considerable knowledge of principles and methods of determining maintenance needs and preparing maintenance programs; considerable knowledge of financial and procurement procedures, federal regulations Title 23, plans specifications, and estimate approval processes; considerable interpersonal skills; considerable oral and written communication skills; considerable oral and written communications skills; considerable ability to analyze maintenance problems and determine solutions.

Working Conditions: Incumbents in this class may be exposed to risk of injury when driving in snow storms.

NOTES: 1.) Managerial capacity will be defined as full managerial responsibility for major programs. Position will have supervisory responsibilities, but the emphasis should be management activities; planning, organizing, directing and controlling resources of a major subdivision at an agency or organization. 2.) Supervisory capacity is interpreted as scheduling, assigning and overseeing work, establishing performance standards for employees and taking corrective measures to implement those standards; 3) For State employees, the Special Experience will be interpreted at the level of Transportation District Maintenance Special Services Section Manager, Transportation Equipment Repair Manager, Transportation Maintenance Planning Manager, Transportation Equipment Repair Assistant Supervisor, Transportation Equipment General Supervisor, Transportation General Supervisor (Bridge Maintenance) (Maintenance) (Signs & Markings), Transportation Supervising District Services Agent or Transportation District Electrical Supervisor.

NOTE: The candidate pool resulting from this recruitment may be used to fill future opportunities that become available in this job class.

NOTE: Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion, and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a completed Application for Examination or Employment (CT-HR-12), cover letter, and copies of their last two (2) service ratings. Please make sure that your application is complete, without error, and clearly reflects job titles, dates of employment, and actual job duties. Please send completed application packet to:

Maureen Miller
Administrative Assistant
District 3 Maintenance
140 Pond Lily Avenue
New Haven, CT 06515
Telephone: (203) 389-3021
Fax: (203) 389-3052
E-mail: Maureen.Miller@ct.gov

Application forms are available at any DOT Human Resources office or on the Department of Administrative Services website. Applications must be received no later than the closing date indicated above. Incomplete applications where the required documentation, as indicated above, is not submitted will not be considered for this position. Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.